February 2024

Request for Proposals

Squares + Streets Transportation Planning Support

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Boston Redevelopment Authority D/B/A Boston Planning & Development Agency) One City Hall Square | Boston, MA 02201

Request for Proposals (RFP)

Squares + Streets Transportation Planning Support

Boston Redevelopment Authority

Project Summary

Squares + Streets is a planning and zoning program focused on realizing the co-benefits of housing production in Boston's transit-accessible squares and main streets. Through this contract, a consultant or team of consultants will provide transportation planning support for six planning areas, each of which is expected to include an area of roughly one-half square mile. Work completed under this contract will include data review and collection, existing conditions analysis, recommendations development, and implementation planning support.

RFP Schedule

Action	Dates
Issue Date	February 5, 2024
Pre-Submission Conference (Virtual)	February 8, 2024
Deadline for Questions	February 21, 2024
BPDA Response to Questions	March 1, 2024
Proposals Due	March 7, 2024
Interviews	March 25, 2024

RFP Availability

This RFP package will be available to download on the BPDA Procurement Portal free of charge in digital print form to all interested respondents on **February 5, 2024** at **9:00 A.M.** at https://www.bostonplans.org/work-with-us/procurement-portal.

Contact Information

Lydia Hausle
617-918-4404
Lydia.Hausle@boston.gov

Submission Requirements

All responses to this RFP must be returned no later than **12:00 P.M. (Noon)** on **March 7, 2024**. Complete submissions, including each separate sealed envelope, should be addressed as follows:

FROM: Respondent's name and address

TO: Teresa Polhemus
Secretary
Boston Planning & Development Agency
One City Hall Square, Room 900A/Receptionist
Boston, MA 02201-1007

RE: Written Response to RFP for **Squares + Streets Transportation Planning Support**

Response Requirements

Envelope 1: Technical Proposal *(clearly marked and without pricing information)*

One (1) hard copy (printed) of the original Technical Proposal (with ink signature)

One (1) hard copy (printed) of the Technical Proposal

One (1) USB drive with an electronic copy of the Technical Proposal

Envelope 2*:* Fee Proposal *(sealed and clearly marked)*

One (1) hard copy (printed) of the original Fee Proposal

Envelope 3: Voluntary Diversity, Equity and Inclusion Plan

BPDA's Commitment to Equitable Procurement

In May 2021, the Boston Planning & Development Agency ("BPDA") adopted its Equitable Procurement Plan ("EPP") as a commitment to grow the number of contracts awarded to businesses and individuals who have historically been underrepresented in government contracting. In 2022, the BPDA continues to execute on this plan by evolving internal processes and expanding community outreach. You can find more information here.

Disadvantaged Business Certification

The BPDA conducts outreach efforts, including to businesses that have received minority- and/or women-owned certification with the Commonwealth of Massachusetts or the City of Boston. Please reference the following links to learn more about these two certification processes:

Commonwealth of Massachusetts	https://www.mass.gov/certification-program-for-sdo
City of Boston	https://www.boston.gov/departments/economic-development/equity-and-inclusion-office/get-your-business-certified

Voluntary DEI Plan Submission

In an effort to better understand how providers are advancing diversity and inclusion, the BPDA seeks to collect information from suppliers.

In a separately sealed envelope, respondents may elect to include a narrative setting forth a plan (hereinafter, a "Diversity and Inclusion Plan") illustrating how they are increasing opportunities, including for Commonwealth of Massachusetts-certified or City of Boston Certified Minority and Women-Owned Business Enterprises ("M/WBEs") to participate in the regional economy. Providing a Diversity and Inclusion plan is not required; indeed, the submission of a Diversity and Inclusion plan will have no bearing on the award of contract. Diversity and Inclusion Plans will not be considered or evaluated by the evaluation committee; rather, the BPDA is collecting Diversity and Inclusion Plans for informational purposes only.

An informative Diversity and Inclusion Plan might identify and outline the good-faith efforts that the respondent may implement to include significant participation and management roles by people of color, women, and certified M/WBEs. Respondents who elect to voluntarily submit a Diversity and Inclusion Plan are encouraged to list any certified M/WBEs that participate in active projects, including the type/nature of service offered by certified M/WBEs and the amounts received for the participation of certified M/WBEs.

A Minority Business Enterprise or "MBE" is a certified firm that is owned, operated, and controlled by one or more individuals who are African American, Hispanic American, Native American, or Asian American who have at least 51% ownership of the firm. A Woman Business Enterprise or "WBE" is a certified firm that is owned, operated, and controlled by one or more women who have at least 51% ownership of the firm.

TABLE OF CONTENTS

01 Project Description 1

02 Scope of Services 5

03 Plan of Service 14

04 Procurement Schedule 16

05 Submission Requirements 19

06 Minimum Threshold Requirements & Quality Requirements 21

07 Comparative Evaluation Criteria 22

08 Rule for Award and Consultant Selection 25

Exhibit A. Statement of Respondent Qualifications 28

Exhibit B. Request for Proposals Form 32

Exhibit C. Certificate of Authority 37

Exhibit D. Certificate of Compliance with Laws 38

Exhibit E. Statement of Tax Compliance 39

Exhibit F. Non-Discrimination and Affirmative Action 40

Exhibit G. Non-Collusion Affidavit 41

Exhibit H. Fee Proposal Form 42

Exhibit I. Draft Contract 44

Exhibit J. Acknowledgement of Receipt of Draft Contract 51

Exhibit K. Acknowledgment of Applicability of Special Municipal Employee Status for Boston Redevelopment Authority (“BRA”) Contracts 52

01 Project Description

To support the City of Boston's Squares + Streets initiative, ("Squares + Streets") the Boston Planning & Development Agency seeks consultant support for transportation support including data review and collection, analysis of conditions, recommendations development, and implementation planning support. This work will take place within the context of cross-disciplinary planning, as described in the sections below.

Squares + Streets Program Overview

Squares + Streets is a planning and zoning initiative focused on adding, supporting, and improving housing, public space, small businesses, and arts and culture, in transit-accessible neighborhood centers and along main streets. Squares + Streets zoning amendments will be one of the first steps toward shaping citywide zoning reform to respond to an ongoing housing crisis. Squares + Streets plans will focus on small geographies and recommendations that can be implemented within 5-10 years.

The locations selected for Squares + Streets Plans are based on a number of factors, including areas proximal to transportation options (inclusive of subway stops, high-frequency bus routes, commuter rail stops, and active shared use paths), existing commercial uses, Main Streets districts, and existing public facilities (libraries, schools, BCYF facilities, etc.). Additional criteria include low population density near existing transit, high rent burden, limited supply of income-restricted units, extreme heat and limited tree canopy, areas that have historically excluded marginalized populations, and limited recent planning initiatives. Staff also considered existing City capital investment commitments and City-owned parcels to align Squares + Streets planning work with existing implementation pathways.

Rooted in the values of resilience, affordability, and equity, Squares + Streets will seek to achieve the following goals:

- **Update zoning** to support mixed-use development and better allow for a diverse range of housing and commercial opportunities.

- **Preserve, enhance, and produce affordable housing, retail, and cultural spaces** through policy, design, and funding resources.
- **Coordinate local transportation and public space improvements** to increase accessibility and promote active forms of transportation.
- **Identify capital and program investments** across City departments to signal coordinated investment in these geographies.
- **Identify specific design interventions** to expand tree coverage, mitigate heat, prepare for an electric future, and otherwise advance climate resilience.

Reforming zoning regulations is an essential element of Squares + Streets. At its core, zoning is a set of laws that dictates how land can be used and what size structures can be built on any given parcel. By defining the rules for buildings zoning is one tool that can be specifically used to facilitate housing production and diversify community amenities.

For Squares + Streets, staff have developed a flexible menu of mixed-use zoning districts that support a range of building uses and heights. These zoning districts have been created based on analysis of existing development trends, modernization of land uses within the Zoning Code, and feedback provided through public engagement. Rezoning for each neighborhood square or main street will be determined through conversations with the public and an analysis of the context of each place. For more information about Squares + Streets zoning districts, visit https://www.bostonplans.org/zoning/zoning-initiatives/squares-streets-zoning-districts.

Squares + Streets Plans

Squares + Streets plans will focus on a small geography and implementation actions that can be completed within 5-10 years. These plans represent an important opportunity to identify near-term actions in specific squares and streets to support housing, public space, transportation, climate, small businesses, and arts and culture. Upon completion, each plan should include a specific vision and near-term actions that address the following topics:

- Zoning reform and design guidance
- Housing strategy and resident stabilization
- Transportation and public space

- Parks and open space
- Small business retention and development
- Arts and culture preservation and development
- Disposition and acquisition of public land

Squares + Streets plans are anticipated to be completed within approximately nine months. This schedule reflects the urgency of the housing crisis, the small geography of each planning area, and a desire to reduce the barriers to participation inherent with long engagement processes.

Planning Areas

Squares + Streets plans will focus on the immediate areas surrounding Boston's transit-accessible squares and main streets. Through this work order, the consultant will provide assistance in **six planning areas**, each of which is expected to include an area of roughly one-half square mile. The anticipated locations for this work include:

- Centre Street (Jamaica Plain)
- Centre Street (West Roxbury)
- Egleston Square
- Four Corners
- Grove Hall
- Tremont Street (Mission Hill)

Related Initiatives

The consultant will approach the following tasks with the Squares + Streets goals in mind and with reference to the following published and in-progress planning documents:

- Go Boston 2030 and Go Boston 2030 ReVisioned
- Complete Streets Guidelines
- City of Boston Curb Management Policies
- City of Boston Public Works Department Design Standards and Guidelines
- Urban Forestry Plan
- Environmental Standards for City Infrastructure
- MBTA Bus Network Redesign

- Vehicle Parking Maximums Policy
- City of Boston Resident Parking Program

In addition, the consultant should expect to receive a summary of relevant planning and project context for each planning area prior to commencing work. This summary will include a full accounting of area-specific plans and capital projects that will influence the Scope of Services outlined below.

Funding

The total budget for Consultant Services shall not exceed **Six Hundred Thousand Dollars ($600,000)** with a target total duration of eighteen (18) months. The respondent must explain how the budget will address the scope of services and project timeline.

02 Scope of Services

Transportation analysis and recommendations for the Squares + Streets Plans will be responsive to the themes of resilience, affordability, and equity. The BPDA seeks a respondent that will demonstrate longevity and commitment to the delivery of work including but not limited to data, analysis, conceptual graphic design, and cost estimates for six Squares + Streets geographies over the course of 2024-2025.

The Consultant's will work primarily with the assigned BPDA Transportation Planner, with some interaction with the assigned Squares + Streets Project Manager for each area. While the consultant's deliverables may be utilized for public engagement events, **there will be no requirement for public engagement led by the consultant in association with this work order.** In addition, all interdepartmental and interagency coordination and production of final text for plan deliverables will be managed by the BPDA/BTD.

For clarity and context, each task below includes an overview of deliverables expected to be produced by the consultant and what the consultant team can expect to be prepared by the BPDA.

Task 1 Data Review & Collection

Concurrent with the work completed through this scope, the BPDA's GIS and Research team's will be providing significant data collection and mapping assistance that will be available to the consultant team. The following datasets will be packaged by the BPDA Transportation Planning and GIS team and will not require preparation by the consultant:

- A full basemap of the planning area
- MBTA transit routes, stops, and ridership
- Bluebikes stations and ridership
- Sidewalk and curb ramp accessibility condition data
- Existing and planned bike networks and level of traffic stress
- Existing and planned transit priority projects
- Existing user counts (2023 Boston Bike Counts and modal counts, where available)

- EV Charging and carshare locations
- Residential parking permits
- Existing street sign inventory
- Traffic crashes (2020-2023) by mode and severity and high crash network segments
- 311 tickets
- Curbside restrictions, where available
- Occupied households by number of vehicles available
- Working population by: travel mode to work and commute time
- Households within ¼ and ½ mile of: MBTA stations, MBTA high-frequency routes, shared use paths and separated bike lanes, Bluebikes stations, public EV charging stations, and public car-share options

While these data sets will be made available to the consultant for use in Tasks 2 and 3, some additional data sets will need to be produced for each area. For each area, the consultant will be responsible for coordinating field work and data collection to create the following datasets in the formats indicated:

1. **Transportation User Counts (excel format):** After a review of existing data, the Respondent will recommend whether additional user counts are required to support subsequent tasks. If user count data is not available for post-pandemic (2022 or later) timeframes, the consultant will coordinate collection of new counts to identify pedestrian, bike, and vehicle volumes at up to 4 locations per planning area (up to 24 locations total across all six planning areas). New counts may include a mix of 48-hour ATRs and 12-hour TMCs as needed based on the area and existing data. If new counts are collected, vehicle speed information will also be collected.
2. **Public vehicle parking inventory (GIS shapefile):** The consultant will confirm and/or collect data to estimate the number of vehicle parking spaces by restriction type for all curbs and municipal parking lots within the planning area including: unregulated, no stopping/tow zones, HC parking, metered parking, commercial vehicle/loading zones, pick-up/drop-off zones, resident permit parking zones, and time-restricted parking areas by length of stay and effective hours. To support this effort, the City will provide a data

layer including all on-street signage. Utilization data may also be collected by the City and provided to the Consultant for use in subsequent tasks.

3. **Crosswalk and Bus Stop Amenity Inventory (GIS shapefile):** The consultant team will confirm and/or collect data to identify the location of all crosswalks and bus stop amenities in the project area. For the purposes of this data collection effort, bus stop amenities will include benches, shelters, trash/recycling bins, and street lights. New crosswalks that are mapped must be able to be incorporated in routable network analysis and bus stop data must be able to be joined to unique MBTA bus stop IDs.

Task 1 Consultant Deliverables:

- Up to 8 meetings
- Transportation User Counts in excel format
- On-street vehicle parking inventory in GIS shapefile format
- Crosswalk and Bus Stop Amenity Inventory in GIS shapefile format

Task 1 BPDA Staff Deliverables:

- Interdepartmental coordination
- Package of existing and in-house compiled data

Task 2 Analyze Transportation Conditions

For each area, the consultant will use data provided by the City and new data collected in Task 1 to complete the following transportation analyses:

- **Pedestrian Environment Analysis:** The Consultant will produce a map that identifies major gaps in the pedestrian environment within the study area including areas with inadequate sidewalk space, major gaps in crosswalk spacing, major intersections with missing crosswalks, areas with limited tree canopy, excessively long or under-protected crosswalks, and other pertinent information that should inform development of recommendations.
- **Bus Service Quality Analysis:** Using the most recent available MBTA data, the consultant will produce a map to identify segments of the bus network that produce high levels of passenger delay and/or travel time variability. The map will also identify daily bus stop ridership and the distance between bus stops to inform potential consolidation in the future.

- **Transit Capacity Analysis:** The consultant will complete an excel-based evaluation of existing and expected transit network capacity to help make land use and zoning decisions that are informed by transit conditions. With this analysis, the project team will estimate how well the transit system can support existing and future residents, employees, and visitors to the area. Upon completion, the transit capacity analysis should identify existing capacity and utilization of the area's transit network broken out by service and time of day, estimated future utilization assuming no change in demand but implementation of planned transit service modifications, and estimation of future capacity for growth based on the area's existing population, ridership, and the City's aspirational mode shares described in Go Boston 2030.
- **Vehicle Capacity Analysis of Key Intersections:** The consultant will complete an evaluation of existing and expected vehicle network capacity to help make land use and zoning decisions that are informed by roadway conditions. With this analysis, the project team will estimate how well the roadway network (and in particular key intersections) can support existing and future residents, employees, and visitors to the area. In the event that a street or intersection is already expected to be modified by an existing project, the proposed design will be used for this analysis. Upon completion, the vehicle capacity analysis should identify existing capacity and utilization of up to 4 key intersections by time of day and provide an estimation of future capacity for growth based on the area's existing population, existing demand, and the City's aspirational mode shares described in Go Boston 2030. A 24-hour approach to this capacity analysis is preferred to help inform decision making that considers the full day and not just peak hours.

Task 2 Consultant Deliverables:

- Up to 10 meetings
- Pedestrian environment analysis map in final and native formats
- Bus service quality analysis map in final and native formats
- Transit capacity analysis in final and native formats
- Vehicle capacity analysis in final and native formats

Task 2 BPDA Staff Deliverables:

BPDA staff will contribute the following, which will be shared with the consultant to inform Task 3.

- Interdepartmental coordination
- Analysis of household transportation patterns including vehicles available and commute data
- Cell-phone based origin/destination analysis of the area
- Quarter-mile walksheds from MBTA rapid transit, frequent bus, Bluebikes, public EV charging stations, and public carshare options
- Analysis of volume and share of vehicles traveling over the speed limit by time of day
- Crash analysis of key streets and intersections by mode and severity
- Analysis of Bluebikes station ridership and origin/destination patterns
- Analysis of public on and off-street parking supply by location type (on-street or off-street) and restriction type
- Analysis of residential parking permits including total number and distribution across households

Task 3 Develop Recommendations

Based on the specific context and needs in each area, the consultant will be responsible for delivering transportation recommendations at several scales including:

- **Transportation Recommendations Summary:** A map-based summary of the full range of transportation recommendations and already-planned investments within the planning area
- **Conceptual Plans:** A conceptual plan-view drawing(s) of the main square or street(s) including correlated cross sections if major changes to street space allocation are proposed
- **District Curbside and Vehicle Parking Plan:** A map-based curbside management and off-street parking plan for the planning area including proposed regulation and location of bus stops commercial loading and delivery zones, EV charging, bike parking, pick-up/drop-off zones, and

metered and unmetered on-street vehicle parking with any recommended regulations.

The consultant should expect development of recommendations to be collaborative and iterative in nature, with one formal round of edits to each of these deliverables after delivery of a full draft package with feedback solicited and consolidated by the BPDA and BTD. Based on the full results of Task 2 and feedback from the community process shared with the Consultant by the BPDA, recommendations are expected to explore the topics listed below. It is possible that not all topics will be relevant in every area and more emphasis and effort may be exercised in one location than another. All recommendations should be discussed and finalized in the context of specific implementation mechanisms and implementations horizons, with a focus on recommendations that are achievable within 5-10 years. Recommendations developed by the consultant will be used to develop final plans for the area, however the consultant will not be expected to be involved in the production of the final plan. While the consultant will not be required to complete final production, deliverables from this task should be provided to the City in a format and fashion suitable for final refinement and final plan production.

- **Safety and Accessibility:** Discrete solutions that address inadequate pedestrian accessibility conditions, crash history, and systemic safety issues of existing conditions
- **Active Sidewalks:** Identification of recommended sidewalk widths and zones to support pedestrian volumes, active ground-floor commercial spaces, street trees, and street furniture. This work should inform identification of required setbacks for new development.
- **Bike Network Connectivity:** Identification of recommended on- and off-street bike routes that fit into the Citywide network and locations for Bluebikes expansion and public bike parking.
- **Transit Access and Better Bus Stops:** Physical and service-based solutions that ensure access to and conditions at transit stations and stops is safe, accessible, and comfortable. This will include identification of proposed design approaches for specific bus stops to provide adequate space for amenities (benches, shelters, trash cans, etc.) and bus stop operations

anticipated through the MBTA's Bus Network Redesign. The preferred location and spacing of bus stops should be determined.

- **Vehicle Parking, Loading, and Charging:** Identification of recommended best uses for on-street parking/loading and publicly-owned off-street parking including locations for public electric vehicle charging and associated infrastructure, pick-up/drop-off locations, and commercial loading. These recommendations should be explored with the goal of managing limited parking assets, reducing and minimizing the impacts of parking related traffic on neighborhood streets, and ensuring that small businesses are adequately supported.
- **Climate Ready Streets:** Specific interventions to address urban heat island, stormwater management, tree canopy expansion, locations for tree canopy expansion, and implementation of other green infrastructure within public rights-of-way.
- **New Public Spaces:** Identification of new plazas or other public space opportunities via reconfiguration of public rights-of-way and/or acquisition/disposition of new lands. This work should also identify public space experiments that can be addressed in the short-term through tactical or temporal projects.
- **Transportation Demand Management:** Identification of a district transportation demand management plan with a focus on policies and funding to support affordable multimodal options for small business owners and employees.
- **Immediate-term Improvements:** Identify immediately implementable improvements that can be installed without interference with more substantial recommendations. Examples may include signal operation adjustments, curb cut consolidation, and revised pavement markings.
- **State of Good Repair Recommendations:** Identify high-priority general maintenance improvements that can be advanced through existing City annual capital programs (i.e. repaving, sidewalk replacement, tree replacement/maintenance, etc.).

Task 3 Consultant Deliverables:

- Up to 14 meetings

- Draft and final recommendations with one round of edits for the following:
    - A map-based summary (final and native formats) of the full range of transportation recommendations and already-planned investments within the planning area
    - A conceptual plan-view drawing(s) (final and native formats) of the main square or street(s) including correlated cross sections if major changes to street space allocation are proposed
    - A map-based curbside management and off-street parking plan (final and native formats) for the planning area

Task 3 BPDA Staff Deliverables:

- Interdepartmental coordination
- Consolidated comments on draft deliverables
- Text for final plan

Task 4 Implementation Planning Support

A key element of Squares + Streets plans will be a focus on implementation actions that can be achieved within 10 years. To support this objective, conversations about funding and implementing the ideas explored through the planning process should be concurrent with the development of recommendations in Task 4. Upon completion of the plan, implementation mechanisms for specific recommendations should already be well understood even if their place within either the capital budget or a department work plan may need to be established. While it is expected that many capital investments will be made possible through annual capital programs, some investments may require additional funding either through a separate line item requiring approval through the capital budget process, or through outside funding, such as state, federal, or philanthropic grants. To support this process, the consultant will work with BPDA and BTD staff to provide order of magnitude cost estimates for advancing significant capital projects that cannot be accomplished through existing capital programs.

Task 4 Consultant Deliverables:

- Up to 4 meetings
- Order of magnitude cost estimates for priority capital projects

Task 4 BPDA Staff Deliverables:

- Full list of all transportation recommendations by funding mechanism, implementation term, and estimated cost for full design and construction

03 Plan of Service

Respondent(s) are asked to review the outlined "Scope of Services" and prepare a written response to the RFP that conveys their qualifications, provides relevant project experience, and shows how the Respondent would approach this project. The Respondent shall put forth an adequately detailed plan explaining how the Scope of Services will be accomplished (otherwise known as a "Plan of Service.") This Plan of Service shall include:

1. An overview of the proposed team including all firms, staff, and their roles for the project.
2. A description of the Respondent's understanding of the project
3. A draft work plan that provides a description of the Respondent's approach to the Scope of Services
4. A draft schedule

With similar data collection, analysis, and planning tasks expected across six different planning areas, the BPDA is particularly interested in understanding specific methods for completing these tasks in an efficient and cost-effective manner. The consultant must also demonstrate adequate capacity to complete the work outlined within 18 months.

The BPDA expects that the Respondent will operate as the primary Consultant for this Scope of Services and that the consultant team may comprise consultants or sub-consultants with expertise in additional disciplines as needed to fulfill the Scope of Services.

Time of Performance:
The duration of Consultant Services shall be up to 18 months. The work shall commence upon the date of full contract execution, projected in the spring of 2024. The BPDA is seeking the greatest value and efficiency within the above mentioned constraints for the Plan. As such, the BPDA expects the Plan to be conducted through a strategic approach provided by Respondents' experienced senior team.

Work completed through this project will cover six discrete planning areas. For the purposes of preparing a response to this RFP, Respondents should assume that

Tasks 1 and 2 can be completed simultaneously for all areas and work for these two tasks should be substantially complete within six months of contract award. Tasks 3 and 4 will be completed on a rolling basis and will likely include work that overlaps across planning areas. It is expected that all work completed under this contract will be completed by the fall of 2025.

04 Procurement Schedule

Introduction
The Boston Redevelopment Authority ("BRA") d/b/a Boston Planning & Development Agency ("BPDA"), by its Chief Procurement Officer ("CPO"), is pleased to issue this Request for Proposals ("RFP") for **Squares + Streets Transportation Planning Support** (hereinafter, the "Services").

All Respondents must submit their proposal in accordance with Massachusetts General Laws M.G.L. c. 30B, as may be amended. The Respondents shall thoroughly examine and familiarize themselves with all parts of the RFP and its Exhibits. All proposals must be submitted on forms supplied by the BPDA and shall be subject to all requirements of the RFP, including any Exhibits thereto. All proposals must be regular in every respect and no special conditions shall be made or included by the Respondent.

RFP Schedule

Action	**Dates**
Issue Date	February 5, 2024
Pre-Submission Conference (Virtual)	February 8, 2024
Deadline for Questions	February 21, 2024
BPDA Response to Questions	March 1, 2024
Proposals Due	March 7, 2024
Interviews	Week of March 25, 2024

RFP Available: This RFP package will be available to download on the BPDA Procurement Portal free of charge in digital print form to all interested respondents on **February 5, 2024** at **9:00 A.M.** at https://www.bostonplans.org/work-with-us/procurement. Plan holders shall register by entering the information requested and then follow the prompt to start file download. If unable to access the RFP package through the BPDA Procurement Portal, please contact the BPDA Procurement Office via email at BPDA.CPO@boston.gov.

Pre-Submission Conference (Virtual): All interested respondents are invited to attend a virtual pre-submission conference on **February 8, 2024** at **11:00 A.M.** Interested respondents should register for the pre-submission conference at the following link: https://www.zoomgov.com/meeting/register/vJItf-

qsrzovGeB4spH13btn1a-ECgMCV6I. After registering, interested respondents will receive a confirmation email containing information about joining the pre-submission conference session.

Questions on this RFP: Please submit any and all questions by **February 21, 2024** to the BPDA Procurement Office at BPDA.CPO@boston.gov and Lydia Hausle / Transportation & Infrastructure Planning Department at Lydia.Hausle@boston.gov / BPDAtplanning@boston.gov. Vendors will receive copies of all questions and responses by **March 1, 2024**. Answers to vendors' questions will be in the form of an addendum to the RFP.

Addenda: All addenda, including the responses to vendors' questions, shall become part of the RFP and all vendors shall be bound by such addenda, whether or not received by the vendors. The BPDA shall not be responsible for, and no respondent may rely upon or use as the basis of a claim against the BPDA, any instruction, information, explanation, clarification, or the like, concerning or relating to the solicitation process rendered in any fashion except as an addendum issued to the RFP.

Response Deadline: All responses to this RFP must be returned no later than **March 7, 2024 at 12:00 P.M. (noon)**. Absolutely no responses will be accepted after the due date and time. Planholders are welcome to register for the RFP opening at the following link: https://www.zoomgov.com/meeting/register/vJIscOqgrzspHJgfAP0rH6NNy457NI3PrUA. Complete submissions, including each separate sealed envelope, should be addressed as follows:

TO: Teresa Polhemus
Secretary
Boston Planning & Development Agency
One City Hall Square, Room 900A
Boston, MA 02201-1007

Please note the following: **Fee proposals must be submitted under separate sealed envelope that is clearly marked. Absolutely no responses will be accepted after the due date and time.**

Interview
The BPDA plans to hold interviews the week of March 25, 2024. All respondents who are deemed to have met the Minimum Threshold Requirements and the Quality Requirements set forth in Section 06 of the RFP will be interviewed. Interviews are a component of the evaluation and selection criteria and will be mandatory for any respondents wishing to be considered for the resulting contract award. All interviews will take place in person. One representative from each organization or sub-consultant in the respondent team is required to attend. A remote participation option using video conference technology can be available if necessary. The BPDA will reach out to each respondent determined to have met all the criteria outlined in Section 06 of the RFP and inform them of the date, time, and logistics for the interview.

Additional Requirements
The selected respondent will be expected to sign a Contract, in substantial accord with the Draft Contract attached hereto as **Exhibit I** and to sign the Acknowledgement of Receipt of Draft Contract in **Exhibit J**.

05 Submission Requirements

Written Response Requirements Summary
The Response Requirements consists of two (2) required separate Envelope submissions with an optional third Envelope submission. Please label each envelope clearly.

- Envelope 1: Technical Proposal (without pricing information)
    - One (1) hard copy (printed) of the original Technical Proposal (with ink signature)
    - One (1) hard copy (printed) of the Technical Proposal
    - One (1) USB drive with an electronic copy of the Technical Proposal
- Envelope 2: Fee Proposal (sealed):
    - One (1) hard copy (printed) of the original Fee Proposal
- Envelope 3: Diversity, Equity and Inclusion Plan (Voluntary)

Complete submissions, including each separate sealed envelope, should be clearly labeled and addressed as follows:

FROM: Respondent's name and address

TO: Teresa Polhemus
Secretary
Boston Planning & Development Agency
One City Hall Square, Room 900A/Receptionist
Boston, MA 02201-1007

RE: Written Response to RFP for **Squares + Streets Transportation Planning Support**

Technical Proposal (Envelope 1) Requirements
The Technical Proposal consists of the following documents and forms:

1. Letter of introduction
2. Resumes of each member of the Respondent team
3. Plan of Service for carrying out the Scope of Services set forth in Section 03
4. Evidence of availability of insurance
5. Exhibit A. Statement of Respondent Qualifications
6. Exhibit B. Request for Proposal Form

7. Exhibit C. Certificate of Authority or LLC alternative
    a. If a limited partnership or a limited liability company, the respondent must submit a Certificate of Legal Existence with regard to the limited partnership or a limited liability company issued by the Office of Secretary of State of the Commonwealth of Massachusetts, a Certificate of Good Standing issued by the Department of Revenue of the Commonwealth of Massachusetts, and evidence of limited partnership or limited liability company authority with respect to execution of the contract on behalf of the respondent , must be furnished to the BRA as applicable, prior to the execution of the resulting contract.
8. Exhibit D. Certificate of Compliance with Laws
9. Exhibit E. Statement of Tax Compliance
10. Exhibit F. Non-Discrimination and Affirmative Action Affidavit
11. Exhibit G. Non-Collusion Affidavit
12. Exhibit J. Acknowledgement of Receipt of Draft Contract
13. Exhibit K. Acknowledgment of Applicability of Special Municipal Employee Status
14. One (1) hard copy (printed) copy of the Technical Proposal
15. One (1) USB drive with an electronic copy of the Technical Proposal items (1-13) for Envelope 1

Fee Proposal (Envelope 2) Requirements

1. Completed Fee Proposal Form (**Exhibit H**)
2. Schedule of Fee Proposal (**Exhibit H**)

Voluntary DEI Plan Submission (Envelope 3)

In a separately sealed envelope, respondents may elect to include a narrative setting forth a plan (hereinafter, a "Diversity and Inclusion Plan") illustrating how they are increasing opportunities, including for Commonwealth of Massachusetts-certified or City of Boston Certified Minority and Women-Owned Business Enterprises ("M/WBEs") to participate in the regional economy. Providing a Diversity and Inclusion plan is not required; indeed, the submission of a Diversity and Inclusion plan will have no bearing on the award of contract. Diversity and Inclusion Plans will not be considered or evaluated by the evaluation committee; rather, the BPDA is collecting Diversity and Inclusion Plans for informational purposes only.

06 Minimum Threshold Requirements & Quality Requirements

To be eligible for award of the contract for the Services, respondents must demonstrate that they are responsive and responsible by meeting the Minimum Threshold Requirements and Quality Requirements set forth below. Respondent proposals meeting both the Minimum Threshold Requirements and the Quality Requirements will be evaluated as set forth in Section 07 Comparative Evaluation Criteria.

Minimum Threshold Requirements

The BPDA will conduct a preliminary/initial review to ensure compliance with the following Minimum Threshold Requirements:

- Respondent submitted all required documentation;
- Respondent submitted its proposal on time and as indicated in Section 04 and Section 05 of the RFP; and
- Respondent satisfies the Quality Requirements outlined below.

Quality Requirements

To meet the Quality Requirements, the Respondent(s) shall:

1. Identify a project manager with at least 6 years of directly related experience, including demonstrated experience working in Boston's neighborhoods; and
2. Demonstrate the team's expertise in managing, at a minimum, three projects of similar scope and scale.

07 Comparative Evaluation Criteria

All respondents determined to have submitted all required documents and met the minimum threshold requirements above shall be evaluated and numerically rated by the BPDA evaluation committee according to the criteria described herein.

For each of the evaluation criterion, a rating of highly advantageous, advantageous, or not advantageous will be assigned to each responsive and responsible respondent:

- *Highly Advantageous* when it has been determined that the respondent demonstrates an exemplary understanding indicating expertise, and fully complies with all of the criteria set forth herein.
- *Advantageous* when it has been determined that the respondent demonstrates a clear understanding and fully complies with a majority of the criteria set forth herein.
- *Not Advantageous* when it has been determined that the respondent does not demonstrate sufficient understanding or is unable to comply with a majority of the criteria set forth herein.

Evaluation Criteria

1. Team
    a. Project Manager Qualifications
    b. Team Experience
    c. Local Knowledge
2. Understanding and Approach
    a. Project Understanding
    b. Effective and Efficient Approach

Criteria Rating Description

1. **Team**
    a. Project Manager Qualifications
        i. HIGHLY ADVANTAGEOUS when it has been determined that the respondent has assigned an exceptionally qualified project manager, with experience managing five (5) or more projects of similar scope, and at least one (1) project within Boston's neighborhoods.

ii. ADVANTAGEOUS when it has been determined that the respondent has assigned a highly qualified project manager, with experience managing three (3) or more projects of similar scope.

iii. NON-ADVANTAGEOUS when it has been determined that the respondent has assigned an unqualified project manager without experience managing projects of similar scope or within a similar context.

b. Team Experience

i. HIGHLY ADVANTAGEOUS when it has been determined that the respondent team has (i) significant qualifications completing similar scopes of work in similar contexts; (ii) demonstrated expertise in multimodal transportation data collection, analysis, and recommendations; (iii) excellent graphic representation and communication of transportation data analyses and recommendations.

ii. ADVANTAGEOUS when it has been determined that the respondent team has (i) adequate qualifications completing similar scopes of work in similar contexts; (ii) experience in multimodal transportation data collection, analysis, and recommendations; (iii) adequate graphic representation and communication of transportation data analyses and recommendations.

iii. NON-ADVANTAGEOUS when it has been determined that the respondent team does not have (i) adequate qualifications completing similar scopes of work in similar contexts; (ii) experience in multimodal transportation data collection, analysis, and recommendations; (iii) adequate graphic representation and communication of transportation data analyses and recommendations.

c. Local Knowledge

i. HIGHLY ADVANTAGEOUS when the respondent team demonstrates a strong understanding and on the ground - experience of Boston neighborhoods' transportation contexts, local transportation policies and design preferences, relevant transportation projects, and typical transportation challenges.

ii. ADVANTAGEOUS when the Consultant team demonstrates some understanding of Boston neighborhoods' transportation contexts, local transportation policies and design preferences,

relevant transportation projects, and typical transportation challenges.

iii. NON-ADVANTAGEOUS when the Consultant does not demonstrate an understanding of Boston neighborhoods' transportation contexts, local transportation policies and design preferences, relevant transportation projects, and typical transportation challenges.

2. Understanding and Approach

a. Project Understanding

i. HIGHLY ADVANTAGEOUS when it has been determined that the respondent has a very clear understanding of the intent of Squares + Streets as a City initiative and the role transportation data, analysis, and recommendations has within this broader cross-disciplinary context.

ii. ADVANTAGEOUS when it has been determined that the respondent has demonstrated an understanding of the intent of Squares + Streets as a City initiative and the role transportation data, analysis, and recommendations has within this broader cross-disciplinary context.

iii. NOT ADVANTAGEOUS when it has been determined that the respondent does not have a clear understanding of the intent of Squares + Streets as a City initiative and the role transportation data, analysis, and recommendations has within this broader cross-disciplinary context.

b. Effective and Efficient Approach

i. HIGHLY ADVANTAGEOUS when it has been determined that the respondent's approach and Plan of Services is very thorough, thoughtful, efficient, and aligned with City priorities.

ii. ADVANTAGEOUS when it has been determined that the respondent's approach and Plan of Services is thoughtful, efficient, and aligned with City priorities.

iii. NOT ADVANTAGEOUS when it has been determined that the respondent's approach and Plan of Services is not very thorough, thoughtful, efficient, and aligned with City priorities.

08 Rule for Award and Consultant Selection

Immediately following the proposal submission deadline, all proposals will be recorded and the names of Respondents will be read aloud. All proposals will be reviewed to ensure they meet the Minimum Threshold Requirements and Quality Requirements and then will be evaluated based upon the Comparative Evaluation Criteria set forth herein.

Rule for Award

A contract will be awarded, subject to the approval of the BPDA Board, to the responsive and responsible Respondent meeting the Quality Requirements, satisfying the Minimum Threshold Criteria and submitting the most advantageous proposal, taking into consideration the Comparative Evaluation Criteria, and the Fee Proposal.

BPDA Board Approval Procedures and Contract Execution

After the Rule for Award has been applied by the selection committee and a determination has been made concerning the most advantageous proposal, BPDA staff will issue a Notice of Intent to Award ("NIA") to the successful Respondent and provide the final draft contract in the form to be executed. Upon receipt of the NIA, Respondent shall indicate full acceptance with the terms of the draft contract and confirm understanding of its Special Municipal Employee designation. Once these steps, as further set forth in the NIA have been completed, BPDA staff shall submit a memorandum to the BPDA Board requesting authorization for the BPDA Director to enter into a contract with the selected Respondent.

Upon BPDA Board approval, the selected Respondent and the BPDA Director shall enter into a contract. No further changes to the contract shall be accepted after BPDA Board approval. The successful Respondent shall, simultaneous with the execution of the resulting contract, furnish evidence of the required insurance.

Rejection of Proposals and Other Award Procedures

1. The BPDA reserves the right to postpone or withdraw this RFP; to accept or reject any and all proposals; to modify or amend the terms of this RFP prior to the receipt of proposals or to waive any minor informality requirement of this RFP with respect to all Respondents; to hold discussions regarding the

terms of any proposal received in response to this RFP; all as the BPDA may deem to be in the best interest of the BPDA and/or the City of Boston.

2. Any and all costs incurred by any Respondent in responding to this RFP or in otherwise developing proposals are entirely the responsibility of such Respondent and shall not be reimbursed in any manner by the BPDA.
3. Execution of a resulting contract between the BPDA and the selected Respondent will be contingent on the availability of funds.
4. The BPDA shall not have any liability to any Respondent except pursuant to the terms of a written contract duly executed and delivered by the BPDA and such Respondent.
5. All submitted proposals shall be retained by the BPDA and become the property of the BPDA. The Respondent will submit a reproducible and digital copy of all maps, graphic slide presentations, surveys and photographs to the BPDA. Hard copies of presentation materials, such as display boards, slides, videos, etc., shall be submitted to the BPDA.
6. The provisions of this RFP are severable and if any provision shall be determined to be illegal or invalid by a court of competent jurisdiction, such determination shall not impair or otherwise affect any other provision of this RFP.

Other Requirements

1. Sub-consultants/Sub-contractors

   The BPDA reserves the right to request substitute sub-consultants other than those named in the proposal. The final selection of all sub-consultants shall be subject to prior review and written agreement by the BPDA's Authorized Representative. The BPDA reserves the right to amend the sub-consultant selection during the course of the Services at its discretion in consultation with the selected Respondent.

2. Equal Employment Opportunity

   Attention of Respondent is particularly called to the law for ensuring that employees and consultants for employment are not discriminated against because of their race, color, religion, sex, sexual orientation or national origin.

3. Massachusetts Public Records Law

Proposals and other documents submitted in connection with this RFP are subject to the Massachusetts Public Records Law. Statements or endorsements contained in response to this RFP that are inconsistent with such law are of no effect.

4. Special Municipal Employee Status (BRA)

In accordance with M.G.L. c. 121B, Section 7, third paragraph, as amended, the selected respondent shall be deemed a "special municipal employee" for purposes of the Commonwealth of Massachusetts Conflict of Interest Law, M.G.L. c. 268A, as amended (the "Conflict of Interest Law"), and is required to abide by such a designation. The selected respondent shall be expected to assemble a team, including sub-Designers, in compliance with the requirements for special municipal employees set forth in the Conflict of Interest Law and will be responsible for informing all employees and sub-Designers of the Conflict of Interest Law.

All respondents shall include a signed **Exhibit K** with their response to this RFP a signed Acknowledgment of Applicability of Special Municipal Employee Status to BPDA Contracts in the form attached hereto. Respondents are encouraged to carefully review the attached "Special Municipal Employees-Explanation of the Conflict of Interest Law" prepared by the State Ethics Commission. The Conflict of Interest Law requires that in certain circumstances special municipal employees file disclosures. If such disclosures are required, they are to be filed with the BPDA prior to execution of the contract with the selected respondent.

All obligations to comply with the Conflict of Interest Law and satisfaction of the requirement herein are the sole responsibility of the selected respondent and not the BPDA. The BPDA shall have no liability for the selected respondent's failure to meet these requirements.

Exhibit A. Statement of Respondent Qualifications

Name of Respondent: _____

Address: _____

Telephone: _____ Email: _____

FID No.: _____

How many years has your organization been in business as a consultant under your present business?

_____

Have you ever provided services under another name(s)? Yes ☐ No ☐

If yes, please indicate prior name(s) and address(es):

_____

_____

_____

_____

Indicate the type of service and the number of years your organization has experience in:

Type of Service	Number of Years

List the principal officers of the organization and experience:

Name	Present Position	Years of Experience (Including present and previous firms)	Anticipated Project Role (if any)

Indicate the project manager you intend to assign to the Services and his/her experience especially relative to this project:

Project Manager Name: _____ Yrs. Exp.: _____

Experience	Discipline/Title/Function	Years	Skills

Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a contract? If so, state name of individual, other organization, reason therefore and bonding company:

_____

_____

_____

_____

Has any officer or partner of your organization ever failed to complete a contract handled in their own name? If so, state name of individual, name of organization, reason therefore and bonding company:

_____

_____

_____

_____

List below previous projects/Services contracts (limited to 5) similar in size, dollar threshold, and scope to these Services completed within the last 5 years along with organization's contact or representative:

Contract Amount	Type of Service	When Completed	Location	Name & Telephone of organization or representative

List below all current active projects/Services contracts similar in size, dollar threshold, and scope you currently performing:

Contract Amount	Type of Service	Contract Amount Remaining	Percent Complete	Completion Date	Location	Name & Phone number of organization or representative

Have you ever failed to complete any service awarded to you? Yes ☐ No ☐
If so, where and why?

Did you complete your last three contracts per the original contract duration? Yes ☐ No ☐
If not, why?

Indicate the bank(s) and associated loan officers your organization does business with:

Bank	Contact	Telephone

Credit Available: _____

In what other lines of business are you financially interested?

_____

_____

_____

_____

_____

Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the BPDA? Yes ☐ No ☐

I _____ ,attest/certify that, to the best of my knowledge and my belief the information provided in this Statement of Respondent Qualifications is complete. I further attest/certify that I am authorized to submit this Statement of Respondent Qualifications on behalf of the organization as presented/stated in the Certificate of Authority, herein. I understand the BPDA may request further information to substantiate what is provided herein. I, hereby, authorizes and requests any person, firm or corporation to furnish any information requested by the BPDA in verification of the recitals comprising this Statement of Respondent's Qualifications.

Signed

By: _____

Title: _____

Date: _____

Respondent: _____

To the Boston Redevelopment Authority d/b/a Boston Planning & Development Agency ("BPDA"):

This RFP includes addenda numbered: _____

A. Hours

1. Business Hours: Normal business hours are Monday through Friday, inclusive, 9 AM to 5 PM. Holidays are days observed by the U.S. Post Office (National Holidays).

2. Billable Hours: The BPDA will pay for only those hours spent pursuant to the services outlined in the resulting contract. Thus, the hourly rate that the respondent includes in the respondent's response to the RFP should include all expenses associated with performing the services, including travel time.

B. The undersigned respondent agrees that, if he or she is selected as respondent, he or she will within five (5) business days, Saturdays, Sundays, and legal holidays excluded, after presentation thereof by the BPDA either by mail or delivery, execute in two (2) counterparts the resulting contract with the BPDA in accordance with the terms of this RFP.

C. The undersigned respondent certifies under penalties of perjury that this RFP is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

D. The undersigned respondent represents that this RFP is made without connection of any kind with other respondents for the same work, that the undersigned is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or corporation, that no other person or corporation has any interest in the profits of the contract, that the undersigned has read the contract documents attached hereto and is fully informed in regard to all provisions thereof.

E. The names and addresses of all persons interested in this Proposal, as principals other than the undersigned, are as follows:

_____

_____

_____

_____

F. The respondent is a (an): (*Choose one*)

☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture ☐ Trust

1. If respondent is a Partnership, state names and residential addresses of all partners:

_____

_____

_____

_____

2. If respondent is a Corporation, state the following:

   Corporation is incorporated in the State of: _____

   President is: _____

   Treasurer is: _____

   Place of business is: _____
   (Street, City, State and zip code)

3. If the respondent is a Foreign Corporation, also state the following:

   The Power of Attorney was filed on: _____

   The Certificate and copy of its Charter, Articles or Certificate of Incorporation were filed on: _____

4. If the respondent is a Joint Venture, state the names and business addresses of each person, firm or company that is party to the venture:

_____

_____

_____

_____

   A copy of the joint venture agreement is on file at: _____ and will be delivered to the BPDA on request.

5. If the respondent is a Trust, state the names and residential addresses of all Trustees:

_____

_____

_____

_____

6. The Trust documents are on file at: _____
   A copy of the same will be delivered to the BPDA on request.

G. Bank Reference: _____

Name and phone #

H. If the business is conducted under any title other than the real name of the business, state the time when, and place where, the certificate required by General Laws, c. 110, s. 5, was filed:

I. The Federal Social Security Identification Number of the respondent (the number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941) is: _____

J. RESPONDENT INSURANCE REQUIREMENTS

It is the desire of the BPDA for the selected respondent to possess insurance in the types and limits specified in the Draft Contract **(see Exhibit I)** respondents not possessing the required insurance and/or limits shall attach additional sheets fully describing their coverage. The respondent shall provide draft "Certificates of Insurance" as part of this RFP package and effective "Certificates of Insurance" upon notification of contract award. Said certificates shall name the "Boston Redevelopment Authority" as "An Additional Insured".

Description of Respondent's Proposed Liability Insurance:

Name of Current Insurance Firm	
Address	
Contact	
Phone Number	

Description of Coverage and Limits Provided By Policy:

Policy Period: _____

The undersigned Respondent offers the following information as evidence of their qualifications to perform the services as indicated in the RFP upon and according to all requirements of the Scope of Services:

Have been in business under present business name _____ years.

Ever failed to complete any work awarded. Yes ☐ No ☐ *(if yes, attach descriptive account).*

Date: _____ Business Address: _____

Respondent (Company Name): _____ Business Telephone: _____

Email: _____ Cell Phone: _____

By: _____ Have Answering Service? Yes ☐ No ☐

(Authorized signature)

NOTE: For the purposes of executing the RFP please note the following:

1. This RFP must bear the written signature of the respondent.

2. If the respondent is an individual doing business under a name other than his own name, the RFP must so state, giving the address of the individual.

3. If the respondent is a partnership, the RFP must so state, setting forth the names and addresses of all partners, and must be signed by a partner designated as such.

4. If the Respondent is a corporation, the proposal must bear the seal of the corporation and must be signed by a duly authorized officer or agent of such corporation.

5. If the price of any item appears to the BPDA to be abnormally high or low, or the respondent neglects to provide a response for each and every item in the RFP, it may be cause for the rejection of the RFP.

RESOURCE ALLOCATION SCHEDULE

Resources Allocation Schedule Breakdown

Respondent / Sub-consultant Function / Discipline Role Name													Total Hours per Task
Task No.	Hours per Person per Task			Total	Hours per Person per Task			Total	Hours per Person per Task			Total	Hours per Person per Task			Total	Total
Task 1																	
Subtask																	
Subtask																	
Other Services																	
Task 2																	
Subtask																	
Subtask																	
Other Services																	
Task 3																	
Subtask																	
Subtask																	
Other Services																	
Task 4																	
Subtask																	
Subtask																	
Other Services																	
Task 5																	
Subtask																	
Subtask																	
Other Services																	
Total Hours per Person																	Total Project Hours

Please note a digital copy of the Resource Allocation Schedule may be downloaded at this link:
https://bpda.box.com/s/j7nr1p6w70lh12kkbvf9eumhaa6zieen

Exhibit C. Certificate of Authority

CERTIFICATE OF AUTHORITY MEETING OF BOARD OF DIRECTORS_____, 2024

At a meeting of the Directors of Consultant firm duly called and held at _____ on the_____ day of _____ , 2024, at which a quorum was present and acting, it was Voted, that _____ the _____ of the firm is hereby authorized and empowered to make, enter into, sign, seal, and deliver, in behalf of this firm a contract for ***Squares + Streets Transportation Planning Support*** with the Boston Redevelopment Authority d/b/a Boston Planning & Development Agency ("BPDA") in connection with such contract.

I do hereby certify that the above is a true and correct copy of the record, that said vote has not been amended or repealed and is in full force and effect as of this date, and that _____ is the duly elected _____ of this firm.

Attest:

_____Clerk or Secretary of the firm

(If Corporation, Affix Corporate Seal)

Massachusetts Employment Security Law

Pursuant to M.G.L. c. 151 A, §19A(b), the undersigned hereby certifies under the penalties of perjury the Respondent, with Department of Unemployment Assistance ID Number_____ has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.

Compliance may be certified if the Respondent has entered into and is complying with a repayment agreement satisfactory to the Commissioner of DET, or if there is a pending adjudicatory proceeding or court action contesting the amount due pursuant to M.G.L. c. 151 A, §19A(c).

Massachusetts Child Care Law

Pursuant to Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991, the undersigned hereby certifies that the Respondent:

1. ☐ employs fewer than fifty (50) full-time employees; or

2. ☐ offers either a dependent care assistance program or a cafeteria plan whose benefits include a de pendent care assistance program; or

3. ☐ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

Revenue Enforcement Protection Program

Pursuant to M.G.L. c. 62C, §49A, the undersigned hereby certifies that the Respondent's Social Security or Federal Identification No. is _____ , and that to the best of his/her knowledge and belief, the Respondent has filed all state tax returns and paid all state taxes required by law.

Signed this _____day of _____ , 20____ .

BY: _____

Exhibit E. Statement of Tax Compliance

Pursuant to Massachusetts Laws Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

_____ _____

Bidder's Name *Social Security Number or Federal Identification Number*

By _____

Corporate Officer's Name

_____

Corporate Officer's Title

_____

Date

Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

Exhibit F. Non-Discrimination and Affirmative Action

The respondent agrees:

1. The respondent shall not, in connection with the services under this Contract, discriminate by segregation or otherwise against any employee or applicant for employment on the basis of race, color, creed, national origin, age, sex or sexual preference and shall undertake affirmative action measures designed to guarantee and effectuate equal employment opportunity for all persons.

2. The respondent shall provide information and reports requested by the Boston Redevelopment Authority pertaining to its obligations hereunder and will permit access to its facilities and any books, records, accounts or other sources of information which may be determined by the Authority to affect the respondent's obligations.

3. The respondent shall comply with all federal and state laws pertaining to civil rights and equal opportunity including executive orders and rules and regulations of appropriate federal and state agencies unless otherwise exempt therein.

4. The respondent's non-compliance with the provisions hereof shall constitute a material breach of this Contract, for which the Authority may, in its discretion, upon failure to cure said breach within thirty (30) days of written notice thereof, terminate this Contract.

5. The respondent shall indemnify and save harmless the Authority from any claims and demands of third persons resulting from the respondent's non-compliance with any provisions hereof.

Signed

By: _____

Title: _____

Date: _____

Exhibit G. Non-Collusion Affidavit

State of _____

County of _____

_____ being first duly sworn deposes and says that:

1. He/she is (owner, partner, officer, representative, or agent) of _____, the Respondent that has submitted the attached Proposal:

2. He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Bid;

3. Such Proposal is genuine and is not a collusive or sham Proposal;

4. Neither the said respondent nor any of the officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other respondent, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly sought by agreement of collusion or communication or conference with any other respondent, firm or person to fix the price or prices in the attached Proposal or of any other respondent, or to fix any overhead, profit or cost element of the Proposal Price or the Proposal Price of any other respondent or to secure through any collusion conspiracy, connivance or unlawful agreement any advantage against the Boston Redevelopment Authority d/b/a Boston Planning & Development Agency on or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposal or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) _____

Title _____

Subscribed and sworn to before me this_____ day of _____ , 2023

My commission expires: _____ Seal

Exhibit H. Fee Proposal Form

This Fee Proposal Form must be submitted in a separate sealed envelope labeled in the following manner:

FEE PROPOSAL for **Squares + Streets Transportation Planning Support.**

Submitted By:

Name _____

Firm _____

Address _____

Telephone / Fax _____

Email Address _____

Under the conditions set forth by the BPDA, the accompanying Fee Proposal is submitted to assist in the preparation of the **Squares + Streets Transportation Planning Support.**

The total Fee Proposal is $ _____ (in numerals)

SCHEDULE OF FEE PROPOSAL

Fee Schedule Breakdown

Respondent / Sub-consultant Function / Discipline Role Name																				Total Fee per Task
Task No.	Fee per Person per Task			Total	Fee per Person per Task			Total	Fee per Person per Task			Total	Fee per Person per Task			Total				Total
Task 1																				
Subtask																				
Subtask																				
Other Services																				
Task 2																				
Subtask																				
Subtask																				
Other Services																				
Task 3																				
Subtask																				
Subtask																				
Other Services																				
Task 4																				
Subtask																				
Subtask																				
Other Services																				
Task 5																				
Subtask																				
Subtask																				
Other Services																				
																				Total Project Fee
Total Fee per Person																				

Please note a digital copy of the Schedule of Fee Proposal may be downloaded at this link:
https://bpda.box.com/s/ft9k9u12x76e0x4303n826yrx5ehk727

By and Between

BOSTON REDEVELOPMENT AUTHORITY
And
FORM LEGAL NAME HERE

This SERVICES CONTRACT ("Contract") is entered into as of the _____ day of _____, 2023, by and between the **BOSTON REDEVELOPMENT AUTHORITY**, having its offices at Boston City Hall, One City Hall Square, Boston, MA 02201-1007, doing business as **BOSTON PLANNING & DEVELOPMENT AGENCY** (the "BRA") and **FIRM LEGAL NAME HERE** (the "Consultant"), a XX corporation, having its offices/principal place of business at XXXXX. The BRA and the Consultant hereinafter sometimes are referred to, individually, as a "Party" and collectively, as "Parties."

WHEREAS, the BRA is seeking XXXX services related to GENERAL DESCRIPTION OF TYPE SERVICES (project description) located at ADDRESS HERE/LOCATION HERE;

WHEREAS, the BRA issued a Request for Proposals ("RFP") for XXXXX on XXXXX, 2023;

WHEREAS, the BRA received XXXXXXX from XXXXXXX;

WHEREAS, BRA staff determined that XXXXXXX was the top ranked finalist; and

WHEREAS, on XXXXXXX, 2023, the BRA Board authorized an engineering services contract with XXXXXX for an amount not to exceed XXXXXXX Dollars and XXXX Cents ($XXX,XXX.XX) for all services included in the Contract.

NOW, THEREFORE, in consideration of the mutual covenants contained therein, and intending to be legally bound, the BRA and the Consultant agree to the following

I. SCOPE OF SERVICES

A. Description of Services. The Consultant, by and through the Consultant's staff, shall be responsible for performing the services set forth in Exhibit A attached hereto and incorporated herein as a part hereof (the "Services").

B. Changes to Scope of Services. The BRA's Authorized Representative may, at any time, by written notice, make reasonable and non-substantial changes within the general scope of this Contract in the tasks to be performed. If any such change causes an increase or decrease in the cost of, or the time required for, the performance of any part of the services under this Contract, an equitable adjustment shall be made in the compensation to be paid under this Contract and this Contract shall be modified in writing accordingly. Any such amendment is subject to the approval of the BRA's Board and Director.

C. Performance Standards. The Consultant agrees that the Services provided hereunder shall conform to the professional standards of care and practice customarily expected of like firms engaged in performing comparable work, that the personnel furnishing said Services shall be qualified and competent to perform adequately the

services assigned to them and that the recommendations, guidance and performance of such personnel shall reflect such standard of professional knowledge and judgment.

D. Deliverables. The Consultant, by and through its staff and approved sub-Consultant(s), shall be responsible for completing the tasks and deliverables set forth in conjunction with the Services as shown in Exhibit A.

II. COMPENSATION

A. Amount of Payment.

Except as provided in Section VI.A of this Contract, the Consultant shall be paid as follows for the performance of the Services:

1. For the Services performed, either by the Consultant or sub-Consultants, in execution of the Services described in **Exhibit A**, the Consultant shall be paid an amount not to exceed **XXX Thousand, XXX Dollars and XXX Cents ($ XX,XXX.XX)** (the "Maximum Amount") in accordance with the pricing set forth in the Consultant's proposal attached hereto as **Exhibit B** and incorporated as a part hereof. This Maximum Amount includes all fees, overhead, general administrative costs, profit and applicable taxes or governmental charges, if any, for all Consultant and/or sub-Consultant(s) charges arising under this Contract and all other approved reimbursable expenses. The Consultant shall be paid not more than once a month upon the BRA's approval of the Consultant's monthly statements submitted in accordance with Section II.B. The amount paid each month shall equal the sum of (i) the product of the number of hours worked by the Consultant and its staff in connection with the performance of services under this Contract during the prior month and the hourly rate of services set forth in Exhibit B, attached hereto and incorporated as a part hereof, plus (ii) the amount of expenses incurred by the Consultant and its staff during the prior month and approved by the BRA as a reimbursable expense. The BRA shall make payment to the Consultant for hours worked only, with payment to be made from the BRA to the Consultant upon receipt and approval by the BRA of the Consultant's invoice for services performed.

2. Statement. Upon acceptance of the deliverables specified in this Contract, the Consultant shall submit to the BRA a statement for all services rendered, tasks completed, and any reimbursable expenses incurred. The Consultant's statement shall be in such detail as the BRA may reasonably require to show the identification of the personnel performing services, their classifications and hours worked, and the detailed nature and extent of services performed.

B. Retention of Records and Audit Rights. The Consultant shall keep records pertaining to services performed and reimbursable expenses incurred on the basis of generally accepted accounting principles and in accordance with such reasonable requirements to facilitate review as the BRA may require. The BRA shall have the right to inspect, review or audit, in conformity with accepted auditing standards, the accounts, books, records and activities of the Consultant necessary to determine compliance by the Consultant with the provisions and requirements of this Contract and the laws of the State.

III. TIME OF PERFORMANCE

The Consultant shall perform each task required to be performed by it promptly and within the time designated therefore by the BRA. The Consultant acknowledges that time is of the essence in performing the services hereunder. Said tasks shall be completed in accordance with the schedule in **Exhibit A**, which may be updated or modified by approval of the BRA. The start date shall reflect the date at which the contract is executed.

IV. TERM

The term of this Contract for these services shall commence upon execution of the Contract and conclude (XXXX) from issuance of the Notice to Proceed, unless sooner terminated by the BRA in accordance with this Contract; provided, however, that the BRA may, at its election and in its own discretion, extend the term of this Contract for additional ninety (90) day periods, as determined necessary by the BRA.

V. INSURANCE AND INDEMNIFICATION

A. Insurance. The Consultant shall purchase and maintain, at his/her expense, all insurance as noted below and as required by applicable Massachusetts law, including but not limited to G.L. c. 152 and G.L. c. 146.

At a minimum, the Consultant shall carry the following:

1. Workmen Compensation and Employers Liability Insurance in the Statutory Limits;
2. With minimum Comprehensive General Liability Limits of $1,000,000 per occurrence and $2,000,000 in the aggregate and shall include the following:

Public Liability (Bodily Injury and Property Damage)

Prior to execution of this Contract, the Consultant shall provide insurance certificates naming the Boston Redevelopment Authority as an "additional insured"; and

3. Comprehensive Professional Liability Insurance in the amount of One Million Dollars ($1,000,000).

The Consultant shall cause all sub-Consultants under this Contract to carry similar insurance coverage as well as other insurance coverage as the BRA may from time to time reasonably direct. Evidence of such insurance coverage shall be provided to the BRA. The Consultant is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its or its sub-Consultant's failure to obtain or maintain insurance in sufficient amounts, duration, or types. By requiring such insurance, the BRA shall not be deemed or construed to have assessed the risk that may be applicable to the Consultant or sub-Consultants under this Contract. The insurance requirements herein for this Contract in no way limit the indemnity covenants contained in the Contract.

Thirty (30) days prior to the expiration date of any type of Insurance, the Consultant shall furnish a new certificate of insurance to the BRA at One City Hall Square, 9th Floor, Boston, MA 02201.

A. Indemnification. The Consultant, at its expense, shall defend and indemnify and hold harmless the Boston Redevelopment Authority, its members, directors, officers and employees from and against all claims, causes of action, suits, losses, damages and expenses, including attorney's fees, arising out of or resulting from any action or omission by the Consultant and anyone employed by it in the performance of this Contract. Such obligation shall not be construed to negate or abridge any other obligation of indemnification running to the Boston Redevelopment Authority which would otherwise exist. The Boston Redevelopment Authority shall give the Consultant prompt and timely notice of any claim, threatened or made, or suit instituted against it which could result in a claim for indemnification hereunder. The extent of the foregoing indemnification and hold harmless provisions shall not be limited by any provision of insurance contained in this Contract.

VI. TERMINATION

A. The BRA, by and through written notice from its Director, may terminate this Contract as follows:
   1. on fourteen (14) days' notice, without cause; or
   2. on seven (7) days' notice if (i) the services to be performed under this Contract shall be canceled or abandoned by the BRA, (ii) this Contract or any part thereof shall be assigned without the prior written consent of the BRA's Director, (iii) the Consultant shall violate any of the provisions of this Contract or shall fail to perform, keep, or observe any of the terms, covenants or conditions herein contained, (iv) the Consultant abandons in whole or in part its services, or becomes unable to perform its services, or (v) the Consultant fails to perform the services in a timely and workmanlike manner; provided, however, that the Consultant shall not be in default hereunder if any such failure to perform or make progress arises out of causes beyond its control and through no fault or negligence of its own. In the event of such termination, the BRA may procure, upon such terms and in such manner as it shall deem appropriate, services similar to those so terminated without prejudice to any other rights and remedies for default the BRA may have.

In the event of the termination of this Contract in accordance with this Section VI, the Consultant shall be compensated in accordance with Section II for all work performed until the effective date of termination. Upon the termination of this Contract, the Consultant shall promptly deliver to the BRA all documents produced under this Contract by the Consultant prior to its termination.

VII. SUB-CONSULTANTS

In furtherance of this Contract, the BRA and the Consultant recognize that sub-Consultant(s) may be necessary to conduct specific tasks with regard to elements of the Services to be performed under this Contract. The Consultant agrees to contract directly with any such sub-Consultants in accordance with the terms and conditions of this Contract. The final selection of all sub-Consultant(s) shall be subject to prior review and written approval by the BRA's Authorized Representative and/or the BRA's Director. The Consultant shall manage and coordinate the Services as they relate to any and all sub-Consultant(s), and shall be responsible for overall management, coordination and information integration of the Services.

VIII. ADDITIONAL TERMS AND CONDITIONS

A. Records, Documents, Plans and Drawings. All records and documents prepared pursuant to this Contract shall be considered the property of the BRA and shall be delivered to the BRA's custody upon completion of the work or upon request in writing by the BRA's Director, and in any event no later than sixty (60) days after the expiration or earlier termination of this Contract unless such time limit shall be extended in writing by the BRA's Director. Any reports, plans or drawings, that will be part of the final submission, are to become the property of the BRA, and shall be of the size and quality established by the BRA. Except as required for the discharge of its duties to the BRA under this Contract, no reports, plans, sketches, drawings, or other renderings or documents shall be released or disclosed by the Consultant to any other person without the prior written approval of the BRA's Director. Such documents are not intended or represented to be suitable for reuse by the BRA or others on extensions of the project or on any other project. Any such reuse or modification without written verification or adaptation by Consultant, as appropriate for the specific purpose intended, will be at the BRA's sole risk and without liability or legal exposure to Consultant.

B. BRA's Authorized Representative. The STAFF MEMBER or his/her designee (with such designation to be set forth in a written notice from the STAFF MEMBER to the Consultant) is hereby designated as the "authorized representative" of the BRA.

C. Key Personnel. The Consultant acknowledges that the BRA is entering into this Contract specifically to obtain

the services and expertise to be provided by (XXXX). In the event that any of the persons named above are no longer principals of or otherwise employed by the Consultant, the BRA shall have the right to terminate this Contract and enter into such other agreements as may be necessary to procure the necessary services required.

D. Independent Contractor. The Consultant is engaged under this Contract as an independent contractor and not as an agent or employee of the BRA.

E. Non-Discrimination and Affirmative Action/Compliance with Laws. The Consultant shall abide by and conform with the non-discrimination and affirmative action provisions set forth in **Exhibit X**, attached hereto and incorporated as a part hereof. The Consultant shall also complete and sign the Certificate of Compliance with Laws set forth in **Exhibit X**, attached hereto and incorporated as a part hereof.

F. No Waiver. Any failure by the BRA to assert its rights for or upon any default of this Contract shall not be deemed a waiver of such rights, nor shall any waiver be implied from the making of any payment hereunder. The BRA's review, approval, acceptance or payment for services under this Contract shall not operate as a waiver of any rights under this Contract and the Consultant shall be and remain liable to the BRA for all damages incurred by the BRA as a result of the Consultant's failure to perform in conformance with the terms and conditions of this Contract.

G. Remedies. The rights and remedies of the BRA provided for under this Contract are in addition to any other rights or remedies provided by law. The BRA may assert a right to recover damages by any appropriate means, including but not limited to setoff, suit, withholding, recoupment, or counter-claim either during or after performance of this Contract.

H. Limited Liability of Boston Redevelopment Authority. Except as provided in Section I.B of this Contract, in no event shall the total liability of the BRA in connection with this Contract exceed the Maximum Amount provided for under Section II hereof. In no event shall the BRA be liable to the Consultant for damages for loss resulting from causes beyond the reasonable control of the BRA and in no event shall the BRA be liable for incidental, special or consequential damages, including loss of anticipated revenues or profits, whatever the cause.

I. No Personal Liability. No member or employee of the BRA shall be charged personally or held contractually liable by or to the Consultant under any term or provision of this Contract or because of any breach thereof.

J. No Employment of BRA or EDIC Personnel. During the term of this Contract, the Consultant shall not employ on either a full-time or part-time basis, any person so long as such person shall be employed by the Economic Development and Industrial Corporation of Boston or the Boston Redevelopment Authority.

K. Special Municipal Employee. In accordance with M.G.L. Chapter 121B, §7, third paragraph, as amended, for purposes of the State Conflict of Interest Law (M.G.L. Chapter 268A, as amended), the Consultant shall be deemed to be a "special municipal employee."

L. Assignment. This Contract, any duties hereunder, or interest herein may not be assigned or delegated by the Consultant without the prior written approval of the BRA's Director. It is acknowledged and agreed that the Consultant's services under this Contract are personal services and may not be assumed by or assigned by a trustee in bankruptcy.

M. Governing Law. This Contract shall be governed by and construed under the laws of the State of Massachusetts.

N. Severability. If any provision of this Contract shall to any extent be held invalid or unenforceable, the remainder of this Contract shall not be deemed affected thereby.

O. Entire Agreement. This Contract sets forth the entire understanding between the parties as to the subject matter hereof and supersedes all prior and collateral agreements and representations.

P. Amendment. This Contract may not be amended or modified except by a writing signed by both parties.

Q. Captions. The captions are for convenience and reference only, and shall not be used to interpret, clarify, limit or amend the contents or meaning of this Contract or any provision hereof.

IN WITNESS WHEREOF, this Contract is hereby executed by the BRA and the Consultant in two (2) counterparts as of the day and year first written above.

BOSTON REDEVELOPMENT AUTHORITY **D/B/A BOSTON PLANNING & DEVELOPMENT AGENCY** BY: _____ James Arthur Jemison II, *Director* DATE: _____	**FIRM NAME** BY: _____ TITLE _____ DATE: _____

APPROVED AS TO FORM

By: _____
Lisa Herrington, *General Counsel*

Exhibit J. Acknowledgement of Receipt of Draft Contract

I hereby acknowledge that I have received and reviewed the **Draft Contract – Exhibit I**. The BPDA expects the **Draft Contract – Exhibit I** to be accepted as-is by the Consultant. I understand that any requested modifications to the **Draft Contract – Exhibit I** must be submitted with the proposal response. I understand that all modifications to the **Draft Contract – Exhibit I** must be agreed to by the BPDA prior to BPDA Board authorization and submittal of proposed modifications does not constitute acceptance by the BPDA. If selected to perform the Services described herein, the Consultant will be expected to abide by the terms of the final Contract executed between the BPDA and the Consultant. If you have any questions or require any additional information, please feel free to reach out to the Procurement Office at BPDA.CPO@boston.gov.

Signed

By: _____

Title:_____

Date: _____

Exhibit K. Acknowledgment of Applicability of Special Municipal Employee Status for Boston Redevelopment Authority ("BRA") Contracts

I, _____,
(Individual Completing Form)

_____ at _____,
(Position) *(Respondent)*

hereby acknowledge that I received a copy "Special Municipal Employees-Explanation of the Conflict of Interest Law" (revised October 2017). Further, I acknowledge that in certain circumstances Special Municipal Employees are required to file Disclosure Forms under the Massachusetts Conflict of Interest Law, which can be found at https://www.mass.gov/service-details/municipal-employee-disclosure-forms. If any Disclosure Forms are required of the respondent, they shall be signed and submitted to the BRA prior to contract execution.

_____

Signature of Respondent

_____

Date

Boston Redevelopment Authority ("BRA") d/b/a Boston Planning & Development Agency ("BPDA")

"Squares + Streets Transportation Planning Support"
Request for Proposal ("RFP")

Boston Planning & Development Agency
One City Hall Square, Room 910
Boston, MA 02201-1007

ADDENDUM NO. 1 dated February 28, 2024

This addendum modifies, revises, amends, and supplements designated parts of the **"Squares + Streets Transportation Planning Support"** Request for Proposals ("RFP") issued on **February 5, 2024** and is hereby made a part thereof by reference and shall be as binding as though inserted in its entirety in the locations designated hereunder.

Wherever portions of any addendum are in conflict with a previous addendum, the addendum bearing the latest date shall govern. It shall be the responsibility of each consultant to notify all sub-consultants of any changes or modifications contained in this addendum. No claim for additional compensation due to the lack of knowledge of the contents of this addendum will be considered. Consultant(s) are hereby notified they must acknowledge this addendum as part of the RFP submission requirements.

General

Item 1: Plan Holders of Record please note and be advised of the following:

Please include the following acknowledgement form as part of the requirements outlined in Section 05 Submission Requirements, page 19-20.

Item 2: Plan Holders of Record please note and be advised of the following:
A Pre-Submission Conference was held on February 8, 2024 where plan holders received a project walkthrough and were invited to ask questions. A recording of

the meeting can be accessed using the link and passcode below:
https://www.zoomgov.com/rec/share/BmqO5__Q6RtJmjEbaPiHWdCC4l0ztb-t_6nFdRY_s5xrKPlyUPc7QXI42EtZ95BH.6VZRuywugyFolFt4
Passcode: @@9^5w&D

The list of participants of the Pre-Submission Conference is provided below.

- Mario Morris (he/him), BPDA Procurement
- Lydia Hausle (she/her), BPDA
- Derek Magee, Gehl Studio
- Katie Faulkner/She Her/West Work
- Haydee Casellas (she/her) | West Work
- Erin Cameron (She/Her) - Stantec
- John Amodeo (he/him/his)- Arcadis
- Bhakti Kulkarni (She/her) Toole Design
- Jim Fitzgerald, BPDA
- Jeff Maxtutis (he/him) BETA Group
- Annie Langlois | Sasaki
- Ethan Lay-Sleeper (Sasaki)
- Richard Williams, Arcadis (he/him)
- Christi Apicella (she/her), Bowman
- Bruce Kaplan (he/him), WSP
- Beth Hesler - she/her - Arcadis
- Jennifer Ng | KMDG
- Amelia Casey, She/Her, Arup

Answers to questions received during the Pre-Submission Conference and in writing by the due date indicated in the RFP are provided below.

Question 1: Is there a specific DBE % target?

Answer 1: There is no specific DBE target for this RFP. Respondents are encouraged to submit a Voluntary DEI Plan as outlined on page iii of the RFP, though it is not required.

Question 2: Could you clarify the expectations for the transit capacity analysis? How much of the analysis is focused on bus operations, heavy rail, etc.?

Answer 2: The transit capacity analysis should include all forms of public transit

present in each planning area, including bus, subway, commuter rail, etc.

Question 3: The Quality Requirements in Section 06 state that the respondent must "Demonstrate the team's expertise in managing, at a minimum, three projects of similar scope and scale," however the list of Technical Proposal Requirements on page 19 does not include examples of past projects. Could you please clarify this requirement?

Answer 3: Demonstration of the Respondent team's expertise at managing projects of similar scope and scale is a requirement of the RFP. Respondent team's are welcome to demonstrate this expertise as they see fit. Please refer to Section 03 Plan of Service for additional details.

Question 4: The RFP lists six "anticipated" locations. Is there any update confirming that these are in fact the locations that will be focused on in this project, or if other locations are being considered? If not, can you advise when these locations will be finalized?

Answer 4: The anticipated planning areas have not changed since issuing the RFP, nor have they been confirmed. Locations will be finalized prior to commencement of work.

Question 5: May you please provide more information on the level of detail required for the TDM plans described on page 11?

Answer 5: The City of Boston has a Transportation Demand Management program. The level of effort associated with this subtask is not expected to be one of the most significant, but should provide an opportunity for feedback from the business community to be utilized for the advancement of specific TDM programming that speaks to the discrete needs that may be present in the planning area. This work must be closely coordinated with the Boston Transportation Department.

Tim Mathis
Interim Director of Finance/Chief Procurement Officer
END OF ADDENDUM 1